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News Release

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Nolte, Cornman and Johnson, P.C. today released a report on a special investigation of the Van Buren Community School District. The report covers the period of July 1, 2006 through May 31, 2010. The special investigation was requested by officials of the Van Buren Community School District as a result of concerns regarding improper depositing of Nutrition revenues.

The special investigation identified \$36,925.10 of undeposited Nutrition fund collections at the High School Center. Ms. Teresa McIntosh, who was responsible for collecting nutrition receipts, recording the collections and remitting money for deposit, did not include in the deposits \$36,925.10. In addition to undeposited collections, Ms. Teresa McIntosh adjusted her personal nutrition balance account for \$134.45. Records for the daily nutrition collections were not available prior to July 1, 2006. Therefore, it was not possible to determine if there were additional undeposited collections because limited records were available.

The special investigation reported that the District's procedures allowed Ms. McIntosh to misappropriate nutrition receipts by recording them in the Nutrition system for maintaining account balances and not depositing them into the bank. During the period of time between July 1, 2006 and May 31, 2010 the District changed individual account balance software from Accu-scan to JMC. When the collections are recorded in the individual account balances the posting is not integrated into the District's general ledger accounting. Therefore the posting to the individual's account balances do not automatically post to the general ledger. The lack of integration of the individual account balance software and the District's general ledger as well as the ability to collect, post and maintain the Nutrition system provided opportunity to misappropriate the funds.

Copies of the report have been filed with the Van Buren County Attorney's Office and the Office of Auditor of State. A copy of the report is available for review in the Office of Auditor of State and on the Auditor of State's website at <http://auditor.iowa.gov/specials/index.html>

**REPORT ON SPECIAL INVESTIGATION  
OF THE  
VAN BUREN COMMUNITY SCHOOL DISTRICT  
FOR THE PERIOD**

**July 1, 2006 to May 31, 2010**

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To the Board of Education of the  
Van Buren Community School District:

At the request of District officials and as a result of an alleged misappropriation of funds, we conducted a special investigation of the Van Buren Community School District (District). We have applied certain tests and procedures to selected financial transactions of the District for the period July 1, 2006 through May 31, 2010. Based on discussions with District officials and personnel and a review of relevant information, we performed the following procedures.

- 1) Evaluated internal controls to determine whether adequate policies and procedures were in place and operating effectively.
- 2) Reviewed School Food Service Daily Worksheets and reconciled to subsequent Daily Lunch Summary Reports and compared to deposits.
- 3) Reviewed bank statements to identify any unusual activity.
- 4) Interviewed District officials and staff to identify any receipts turned in for deposit, which are not subsequently deposited.

These procedures identified \$36,925.10 in misappropriated collections which were also not properly recorded in the District's accounting system.

Based on the procedures performed, we also determined that Ms. McIntosh's lunch account was adjusted with an increase in balance of \$134.45 at year end. The increase was not supported by a receipt.

Several internal control weaknesses were also identified. Our detailed findings and recommendations are presented in the Investigative Summary and Exhibit A of this report.

The procedures described above do not constitute an audit of financial statements conducted in accordance with U.S. generally accepted auditing standards. Had we performed additional procedures, or had we performed an audit of financial statements of the Van Buren Community School District, other matters might have come to our attention that would have been reported to you.

Copies of this report have been filed with the Van Buren County Attorney's Office, the State Attorney General's Office and the State of Iowa Auditor's Office.

We would like to acknowledge the assistance and many courtesies extended to us by the officials and personnel of the Van Buren Community School District during the course of our investigation.

  
Nolte, Cornman & Johnson P.C.

October 20, 2010

## Investigative Summary

### Background Information

Van Buren Community School District (District) serves approximately 700 kindergarten through 12<sup>th</sup> grade students. The geographic area served includes the cities of Keosauqua, Stockport, Douds, Birmingham, Mount Sterling, Milton and Cantril, Iowa, and the predominate agricultural territory in Van Buren and Davis Counties. The District has three separate school buildings.

The Keosauqua Center is currently used for the High School grades 9-12, however, during a construction period the Center was used for the grades 7-12. The fluctuations in the number of students at the Center results in fluctuation of sales in the Nutrition fund.

Ms. Teresa McIntosh was responsible for the student collections for the Nutrition Fund at the High School located in Keosauqua. She posted the daily receipts to the individual student accounts using the JMC software and delivered the checks and cash personally to the central office daily with a daily lunch summary report. The daily lunch summary report specifically includes payments by individuals (receipts to the District), served meals for breakfast, lunch and ala carte, and the balances in individual accounts at the end of the day. The Central office prepared the deposit slip and made the bank deposit. At the end of each month Ms. Robyn Nolting, Business Manager, compares deposit slips to a monthly summary sheet submitted to the central office by Ms. McIntosh. The summary sheet which included reported daily collections appeared to match the deposits.

On April 27, 2010 Ms. McIntosh was off work for medical purposes. In Ms. McIntosh's absence Ms. Robin Lyons who is the secretary to the Principal, was collecting receipts from students and was to post them to their individual account. Ms. Lyons asked Ms. Vicky Begley, nutrition personnel from Douds, to come to the High School and help her post lunch deposits to the individual lunch accounts since Ms. McIntosh was out on medical leave. Ms. Lyons had limited experience using the JMC software so Ms. Begley ran the previous day's report from the software to show Ms. Lyons how it worked. They discovered a variance from the deposit amount and the amount posted to the student accounts. Ms. Lyons and Ms. Begley proceeded to run the daily reports for the prior month which showed discrepancies. The daily deposit sheets previously turned into the District office did not match the daily reports ran as of those specific dates. They contacted Ms. Nolting and Dr. Karen Stinson, superintendent about the differences.

As a result of the variances, District officials requested our office review the District's financial management processes. We performed the procedures detailed in the Independent Auditor's Report.

### Detailed Findings

The special investigation identified \$36,925.10 of undeposited Nutrition fund collections at the High School Center. Ms. Teresa McIntosh, who was responsible for collecting nutrition receipts, recording the collections and remitting money for deposit, did not include in the deposits \$36,925.10. In addition to undeposited collections, Ms. Teresa McIntosh adjusted her personal nutrition balance account for \$134.45. Records for the daily nutrition collections were not available prior to July 1, 2006. Therefore, it was not possible to determine if there were additional undeposited collections because limited records were available.

The District utilized the Accu-scan system during fiscal years 2006-2007 and 2007-2008. The District switched nutrition software systems to JMC for the 2008 to present. The Accu-scan system does not allow for regeneration of specific date report information. The JMC system does allow for regeneration of specific date report information.

The findings are summarized in Exhibit A and a detailed explanation of each finding follows.

#### IMPROPER AND UNSUPPORTED POSTINGS TO INDIVIDUAL STUDENT ACCOUNTS

For the fiscal year ended 2009 and 2010 we reprinted the Lunch Summary Report for each day. For previous years that information was not available. For the fiscal year ended 2007 and 2008 we reviewed the

monthly and end of year reports. Records for the daily nutrition collections were not available prior to July 1, 2006. The daily variances for FY2009 through FY2010 are detailed in Appendix 1. We noted that the deposits in very rare instances were higher than the regenerated daily summaries. The differences appeared to be collections which were posted on different days than deposited. We would expect some small variances on occasion in the daily summary reports to the actual deposit; however, we were unable to determine if variances existed when the receipts were originally deposited.

Ms. McIntosh was responsible for collecting revenue and posting to the individual balances to student accounts at the Keosauqua center. Ms. McIntosh would post the daily receipts to the individual student accounts using the Accu-scan and JMC software and delivered the checks and cash personally to the central office daily with a daily lunch summary report. The daily lunch summary report for JMC specifically includes payments by individuals (receipts to the District), served meals for breakfast, lunch and ala carte, and the balances in individual accounts at the end of the day. When comparing the daily summary reports submitted to the Central Office by Ms. McIntosh to generated reports for specific dates, we determined Ms. McIntosh's reports were printed prior to all the receipts being posted. Because the reports submitted by Ms. McIntosh agreed with the amounts deposited to the bank and recorded in the District's accounting system, the receipts posted to the JMC system after the daily summary was prepared were not properly deposited or recorded. The balances in individual student accounts has the collections posted, however, the money was not deposited into the District bank account and not recorded in the general ledger. The original reports submitted to the office agrees with the deposits, however, in comparing the reports reprinted for each date creates a shortage of cash deposited of \$16,608.45 for the fiscal years 2009 and 2010. Details of the variances are provided in Appendix 1. Ms. McIntosh turned the reports to the Central office and then posted additional student payments to the nutrition system, thereby recording the money collected in the individual student's accounts, but not providing the money collected to be deposited into the District books. The lack of integration of the nutrition student system with the general ledger requires the information to be recorded into each system.

The Accu-scan system provides for individual student lunch balances similar to JMC, however the daily reports are date sensitive and we are unable to reprint them for a specific date. Instead, the monthly summary reports were compared to the deposits for the two years ended June 30, 2008. The monthly summary for the Keosauqua center compared to the deposits indicate a variance. The calculation of the amount not deposited was determined by starting with the change from ending and beginning account balances in the individual lunch accounts, adding the sum of Point of Sale (POS), Federal and State reimbursements and miscellaneous deposits less the actual bank deposits made. The undeposited revenue for fiscal year 2007 was \$6,488.34 and the undeposited revenue for fiscal year 2008 was \$13,828.31.

	FY07	FY08
Ending Individual Account Balances	\$ 2,207.83	2,553.39
Less: Beginning Individual Account Balances	(2,133.95)	(2,207.83)
Add: POS + Fed/State Reimb + Misc. Rec. Deposits	<u>256,192.36</u>	<u>78,460.66</u>
Calculated deposits recorded to Individual Account	256,266.24	78,806.22
Less: Actual Deposits to Bank	<u>(249,777.90)</u>	<u>(64,977.91)</u>
Calculated Undeposited Collections	<u>6,488.34</u>	<u>13,828.31</u>

We have included in appendix 2 samples of the daily reports submitted with the daily sales information and the individual account balance information for that day, for March 3, 2010 and March 4, 2010. The daily deposit amount is listed in the lower left corner on the total cash collected line. The amounts on the right hand part of the sheet are the daily revenues from lunch sales to students and other individuals. On March 3, 2010, and March 4, 2010, Ms. McIntosh had a cash deposit of \$187.00 and \$504.25 respectively. The day sheets also match the deposit. The numbers on the right hand side of the sheet are the daily sales amounts from students and other individuals. On May 6, 2010 the individual account information was reprinted and those reports are included in the appendix as well. These reports indicate that the daily collection and deposits should be \$307.00 and \$554.25 respectively. The additional amounts entered on the individual accounts although credited to the individual accounts was not deposited into the bank and not recorded into the general ledger.

We also reviewed Ms. McIntosh's individual lunch account. On May 26, 2009 Ms. McIntosh's account was adjusted. It appears that student account balances were reduced and were added to Ms. McIntosh's individual lunch account. Ms. McIntosh indicated that she refunded individual students her cash and then posted the student balances to her individual lunch account. No documentation was available to determine if the students received any refund of their balances. The listing of ending student balances that were transferred to Ms. McIntosh's personal account in the amount of \$134.45 is detailed in Appendix 3. Previous information related to her individual account was not available to determine if this was routinely practice.

### **Recommended Control Procedures**

As part of our investigation, we reviewed the procedures used by Van Buren Community School District's nutrition fund receipts. An important aspect of internal control is to establish procedures that provide accountability for assets susceptible to loss from errors and irregularities. These procedures provide the actions of one individual will act as a check on those of another and provide a level of assurance that errors and irregularities will be discovered within a reasonable time during the course of normal operations. Based on our findings and observations detailed below, the following recommendations are made to strengthen the District's internal controls.

- A) Segregation of Duties - One important aspect of the internal control structure is the segregation of duties among employees to prevent an individual employee from handling duties which are incompatible. We noted that the cash receipts listing, bank deposit, and the posting to student lunch accounts were all done by the same person.

Recommendation - We realize that with a limited number of employees, segregation of duties is difficult. However the District should review its control procedures to obtain the maximum internal control possible under the circumstances. The District may also consider utilizing compensating controls which may provide some checks and balances.

- B) Integrated accounting systems - The nutrition individual account balance system, JMC is not integrated into the District general ledger software, Harris. Currently, the information must be entered into each system to maintain records. The current internal control procedures do not require the two systems be compared for consistency. The lack of integration of the system provides a weakness in the controls allowing for the individuals to receive credit for payments, but the payments are not in all cases being deposited.

Recommendation - The District should implement reconciliation controls of the general ledger system and the nutrition account balance system.

- C) Unauthorized use of individual account - The District is maintaining a nutrition individual account in the name of Mr. David Alvis, Guidance counselor, which is used for donations and then subsequently used for food purchases for incentives or special purposes. This might include shakes for good conduct, or special education incentives. Through discussion it was determined that Mr. Alvis does not use his account personally, therefore the balance could be used for incentive or special purposes without effecting his personal account. We were unable to determine who created the account, and who identifies which purchases are allowable from this account.

Recommendation - The District should refrain from allowing the creation of an account for the purpose of prizes or incentives from the food program. The ability of a nutrition account supervisor to control and allow these types of expenditures is inappropriate. The District should immediately cease this practice. The District should adopt procedures for donations and how they should be recorded and handled.

- D) Maintenance of Account balances – We noted that the individual account balances were adjusted by the person authorized to post daily transactions. Ms. McIntosh was able to make adjustments to individual balances, without additional approval. Her account was increased and the balances of several students decreased as a result of the adjustment.

Recommendation – The ability to have complete access to the individual accounts create a weakness in controls. The District should develop procedures which would require documentation of any adjustments. In addition the transaction should require approval and authorization. The district should review with the software company, controls which are available and implement if possible. The District should consider separating the posting of the receipts from the collection and depositing of the money collected.



## **EXHIBITS**

Report on Special Investigation of  
Van Buren Community School District

Summary of Findings  
For the Period July 1, 2006 through May 31, 2010

Description	Amount
FY07 Variance	\$ 6,488.34
FY08 Variance	\$ 13,828.31
FY09 Variance	\$ 10,388.73
FY10 Variance	\$ 6,219.72
Amount transferred to Personal Account	\$ 134.45
	<u>\$ 37,059.55</u>

## APPENDICES

# Appendix 1

## Report on Special Investigation of Van Buren Community School District

For the Period July 1, 2006 through May 31, 2010

Complete listing of daily variances for FY09 and FY10.

Date	Bank Deposit	Per	Difference	Date	Bank Deposit	Per	Difference
		Regenerated Daily Summary				Regenerated Daily Summary	
8/20/2008	459.00	459.00	-	10/31/2008	311.50	376.50	(65.00)
8/21/2008	151.00	231.00	(80.00)	11/3/2008	630.00	630.00	-
8/22/2008	190.50	190.50	-	11/4/2008	335.00	335.00	-
8/25/2008	50.00	68.75	(18.75)	11/5/2008	391.00	391.00	-
8/26/2008	35.00	46.10	(11.10)	11/6/2008	743.75	747.75	(4.00)
8/27/2008	171.25	171.25	-	11/7/2008	948.60	948.60	-
8/28/2008	72.40	72.40	-	11/10/2008	663.00	759.85	(96.85)
8/29/2008	85.00	85.00	-	11/11/2008	502.75	652.75	(150.00)
9/2/2008	80.30	122.80	(42.50)	11/12/2008	349.00	349.00	-
9/3/2008	135.00	118.00	17.00	11/13/2008	529.00	575.85	(46.85)
9/4/2008	305.00	345.00	(40.00)	11/17/2008	363.25	483.25	(120.00)
9/5/2008	191.00	254.00	(63.00)	11/18/2008	612.00	612.00	-
9/8/2008	371.95	488.02	(116.07)	11/19/2008	225.00	310.00	(85.00)
9/9/2008	314.00	377.00	(63.00)	11/20/2008	349.00	512.70	(163.70)
9/10/2008	367.00	437.00	(70.00)	11/21/2008	503.75	603.75	(100.00)
9/11/2008	456.39	456.39	-	11/24/2008	338.00	338.00	-
9/12/2008	377.00	481.00	(104.00)	11/25/2008	215.00	300.00	(85.00)
9/15/2008	597.75	688.75	(91.00)	11/26/2008	379.75	449.75	(70.00)
9/16/2008	558.95	691.50	(132.55)	12/1/2008	694.00	884.00	(190.00)
9/17/2008	421.50	566.40	(144.90)	12/2/2008	771.95	821.95	(50.00)
9/18/2008	513.20	514.70	(1.50)	12/3/2008	730.15	730.15	-
9/19/2008	429.25	464.25	(35.00)	12/4/2008	315.00	355.00	(40.00)
9/22/2008	573.00	658.00	(85.00)	12/5/2008	170.00	215.00	(45.00)
9/23/2008	582.00	582.00	-	12/8/2008	578.00	793.00	(215.00)
9/24/2008	282.50	357.50	(75.00)	12/10/2008	717.75	717.75	-
9/25/2008	279.00	299.00	(20.00)	12/11/2008	215.00	215.00	-
9/26/2008	252.00	327.00	(75.00)	12/12/2008	463.10	488.10	(25.00)
9/29/2008	450.35	595.35	(145.00)	12/15/2008	535.65	620.65	(85.00)
9/30/2008	629.00	766.85	(137.85)	12/16/2008	237.75	367.75	(130.00)
10/1/2008	621.85	659.45	(37.60)	12/17/2008	290.00	290.00	-
10/2/2008	482.00	502.00	(20.00)	12/22/2008	325.50	365.50	(40.00)
10/3/2008	660.20	660.20	-	12/23/2008	215.00	215.00	-
10/6/2008	473.80	533.80	(60.00)	1/6/2009	712.00	862.00	(150.00)
10/7/2008	573.00	693.00	(120.00)	1/7/2009	369.75	526.25	(156.50)
10/8/2008	680.00	701.00	(21.00)	1/8/2009	459.25	579.25	(120.00)
10/9/2008	575.35	691.06	(115.71)	1/9/2009	602.00	602.00	-
10/10/2008	399.00	604.00	(205.00)	1/12/2009	572.35	607.00	(34.65)
10/13/2008	735.85	735.85	-	1/13/2009	647.00	747.00	(100.00)
10/14/2008	629.50	744.50	(115.00)	1/14/2009	213.00	333.00	(120.00)
10/15/2008	555.80	595.80	(40.00)	1/16/2009	324.25	324.25	-
10/16/2008	362.00	362.00	-	1/19/2009	353.75	467.45	(113.70)
10/17/2008	420.50	565.50	(145.00)	1/20/2009	527.75	547.75	(20.00)
10/20/2008	233.50	314.75	(81.25)	1/21/2009	425.55	555.55	(130.00)
10/21/2008	745.00	745.00	-	1/22/2009	170.00	170.00	-
10/22/2008	803.00	888.00	(85.00)	1/23/2009	273.00	489.90	(216.90)
10/23/2008	453.45	598.45	(145.00)	1/26/2009	382.35	457.00	(74.65)
10/24/2008	365.25	366.25	(1.00)	1/27/2009	235.00	295.00	(60.00)
10/27/2008	603.00	825.50	(222.50)	1/28/2009	651.00	651.00	-
10/28/2008	882.00	883.00	(1.00)	1/29/2009	568.00	538.00	30.00
10/29/2008	281.00	391.00	(110.00)	1/30/2009	533.00	533.00	-
10/30/2008	586.85	591.50	(4.65)				

**Appendix 1  
(Continued)**

**Report on Special Investigation of  
Van Buren Community School District**

For the Period July 1, 2006 through May 31, 2010

Complete listing of daily variances for FY09 and FY10.

Per				Per			
Date	Bank Deposit	Regenerated Daily Summary	Difference	Date	Bank Deposit	Regenerated Daily Summary	Difference
2/2/2009	704.50	704.50	-	4/20/2009	271.00	271.00	-
2/3/2009	646.35	706.35	(60.00)	4/21/2009	260.05	339.10	(79.05)
2/4/2009	352.25	472.25	(120.00)	4/22/2009	283.00	681.95	(398.95)
2/5/2009	274.00	404.40	(130.40)	4/23/2009	178.95	-	178.95
2/6/2009	428.00	638.00	(210.00)	4/24/2009	320.00	415.00	(95.00)
2/9/2009	562.00	667.00	(105.00)	4/27/2009	923.00	1,038.00	(115.00)
2/10/2009	522.00	466.65	55.35	4/28/2009	773.00	893.00	(120.00)
2/11/2009	429.50	614.50	(185.00)	4/29/2009	332.00	332.00	-
2/12/2009	510.00	570.00	(60.00)	4/30/2009	582.00	582.00	-
2/13/2009	114.00	199.00	(85.00)	5/1/2009	273.00	393.00	(120.00)
2/17/2009	391.20	576.20	(185.00)	5/4/2009	397.00	397.00	-
2/18/2009	635.00	635.00	-	5/5/2009	387.00	387.00	-
2/19/2009	417.00	417.00	-	5/6/2009	437.00	437.00	-
2/20/2009	242.70	242.70	-	5/7/2009	140.50	140.50	-
2/23/2009	571.50	591.50	(20.00)	5/8/2009	132.00	179.00	(47.00)
2/24/2009	471.85	601.85	(130.00)	5/11/2009	176.00	276.00	(100.00)
2/25/2009	260.00	380.00	(120.00)	5/12/2009	350.25	411.35	(61.10)
2/26/2009	507.00	527.00	(20.00)	5/13/2009	189.60	189.60	-
2/27/2009	306.00	436.00	(130.00)	5/14/2009	105.00	125.00	(20.00)
3/2/2009	750.40	800.40	(50.00)	5/15/2009	146.50	146.50	-
3/3/2009	548.70	628.70	(80.00)	5/18/2009	340.50	656.90	(316.40)
3/4/2009	324.00	324.00	-	5/19/2009	233.95	233.95	-
3/5/2009	376.00	476.00	(100.00)	5/20/2009	215.00	-	215.00
3/6/2009	356.00	356.00	-	5/21/2009	156.55	222.65	(66.10)
3/9/2009	1,049.75	1,269.75	(220.00)	5/22/2009	143.70	143.70	-
3/10/2009	477.50	417.50	60.00	5/26/2009	-	29.75	(29.75)
3/11/2009	520.05	516.05	4.00	5/27/2009	195.15	154.15	41.00
3/12/2009	378.50	378.50	-	8/19/2009	520.00	506.00	14.00
3/13/2009	215.00	255.00	(40.00)	8/20/2009	91.60	971.60	(880.00)
3/16/2009	256.00	281.00	(25.00)	8/24/2009	60.00	23.10	36.90
3/17/2009	698.60	838.60	(140.00)	8/25/2009	94.55	114.55	(20.00)
3/18/2009	233.75	253.75	(20.00)	8/26/2009	58.55	58.55	-
3/19/2009	387.00	447.00	(60.00)	8/27/2009	33.00	33.00	-
3/20/2009	360.75	360.75	-	8/28/2009	100.00	102.75	(2.75)
3/23/2009	422.50	827.50	(405.00)	8/31/2009	164.25	164.25	-
3/24/2009	165.00	285.00	(120.00)	9/1/2009	156.00	156.00	-
3/25/2009	858.50	858.50	-	9/2/2009	70.00	238.00	(168.00)
3/26/2009	600.25	600.25	-	9/3/2009	140.00	220.00	(80.00)
3/27/2009	429.50	429.50	-	9/4/2009	155.00	155.00	-
3/30/2009	324.20	324.20	-	9/9/2009	210.50	345.50	(135.00)
3/31/2009	566.00	681.00	(115.00)	9/10/2009	340.00	340.00	-
4/1/2009	391.10	411.10	(20.00)	9/11/2009	255.00	255.00	-
4/2/2009	345.00	365.00	(20.00)	9/14/2009	360.50	340.50	20.00
4/3/2009	441.00	533.00	(92.00)	9/15/2009	125.20	305.60	(180.40)
4/6/2009	350.00	450.00	(100.00)	9/16/2009	564.00	539.10	24.90
4/7/2009	436.00	611.00	(175.00)	9/17/2009	244.00	244.00	-
4/8/2009	735.80	651.00	84.80	9/18/2009	5.00	25.00	(20.00)
4/14/2009	828.27	578.62	249.65	9/21/2009	438.98	696.40	(257.42)
4/15/2009	493.00	493.00	-	9/22/2009	303.00	238.00	65.00
4/16/2009	237.75	427.75	(190.00)	9/23/2009	346.00	346.00	-
4/17/2009	407.50	447.50	(40.00)	9/24/2009	360.00	360.00	-

**Appendix 1  
(Continued)**

**Report on Special Investigation of  
Van Buren Community School District**

For the Period July 1, 2006 through May 31, 2010

Complete listing of daily variances for FY09 and FY10.

Per				Per			
		Regenerated				Regenerated	
Date	Bank Deposit	Daily Summary	Difference	Date	Bank Deposit	Daily Summary	Difference
9/25/2009	382.65	552.65	(170.00)	12/17/2009	287.00	287.00	-
9/28/2009	446.00	466.00	(20.00)	12/18/2009	316.25	316.25	-
9/29/2009	467.23	467.23	-	12/21/2009	257.50	257.50	-
9/30/2009	280.00	280.00	-	12/22/2009	183.00	183.00	-
10/1/2009	99.00	99.00	-	1/5/2010	540.00	540.00	-
10/2/2009	217.00	217.00	-	1/6/2010	515.25	515.25	-
10/5/2009	597.50	596.40	1.10	1/12/2010	388.00	388.00	-
10/6/2009	250.00	395.00	(145.00)	1/13/2010	282.00	322.00	(40.00)
10/7/2009	660.00	746.00	(86.00)	1/14/2010	252.41	252.41	-
10/8/2009	400.75	440.75	(40.00)	1/15/2010	324.10	324.10	-
10/9/2009	269.75	269.75	-	1/19/2010	474.00	546.00	(72.00)
10/12/2009	360.00	467.00	(107.00)	1/21/2010	305.00	305.00	-
10/13/2009	235.50	188.50	47.00	1/22/2010	-	200.00	(200.00)
10/14/2009	116.00	179.00	(63.00)	1/25/2010	487.00	507.00	(20.00)
10/15/2009	211.10	261.10	(50.00)	1/26/2010	467.00	467.00	-
10/16/2009	447.25	447.25	-	1/27/2010	220.00	220.00	-
10/19/2009	500.00	500.00	-	1/28/2010	281.35	281.35	-
10/20/2009	163.25	376.00	(212.75)	1/29/2010	407.75	427.75	(20.00)
10/21/2009	307.00	307.00	-	2/1/2010	273.75	438.75	(165.00)
10/22/2009	354.75	354.75	-	2/2/2010	278.90	278.90	-
10/23/2009	557.30	557.30	-	2/3/2010	432.00	432.00	-
10/26/2009	165.00	165.00	-	2/4/2010	255.35	255.35	-
10/27/2009	417.00	467.00	(50.00)	2/10/2010	423.35	423.35	-
10/28/2009	340.00	340.00	-	2/11/2010	128.00	128.00	-
10/29/2009	130.50	296.50	(166.00)	2/12/2010	170.47	170.47	-
10/30/2009	319.04	319.04	-	2/15/2010	269.25	394.25	(125.00)
11/2/2009	482.00	637.00	(155.00)	2/16/2010	459.25	459.25	-
11/3/2009	290.55	295.55	(5.00)	2/17/2010	331.50	331.50	-
11/5/2009	483.00	483.00	-	2/18/2010	426.00	426.00	-
11/6/2009	376.25	376.25	-	2/23/2010	525.80	525.80	-
11/9/2009	438.45	438.45	-	2/24/2010	408.00	418.00	(10.00)
11/10/2009	456.70	471.00	(14.30)	2/25/2010	173.26	538.26	(365.00)
11/11/2009	250.00	270.00	(20.00)	2/26/2010	262.00	262.00	-
11/12/2009	569.50	569.50	-	3/1/2010	147.75	167.75	(20.00)
11/13/2009	437.00	572.00	(135.00)	3/2/2010	515.65	515.65	-
11/16/2009	404.00	464.00	(60.00)	3/3/2010	187.00	307.00	(120.00)
11/17/2009	163.50	288.50	(125.00)	3/4/2010	504.25	554.25	(50.00)
11/18/2009	302.00	302.00	-	3/5/2010	148.75	148.75	-
11/19/2009	525.15	525.15	-	3/8/2010	278.25	278.25	-
11/23/2009	601.25	746.25	(145.00)	3/9/2010	380.15	727.15	(347.00)
11/24/2009	252.00	252.00	-	3/10/2010	217.25	20.25	197.00
11/30/2009	517.75	517.75	-	3/11/2010	247.00	247.00	-
12/1/2009	235.75	235.75	-	3/12/2010	284.75	284.75	-
12/2/2009	141.25	141.25	-	3/15/2010	318.05	453.05	(135.00)
12/3/2009	286.00	466.00	(180.00)	3/16/2010	325.00	325.00	-
12/4/2009	295.75	285.75	10.00	3/17/2010	491.00	491.00	-
12/7/2009	280.00	280.00	-	3/18/2010	287.50	327.50	(40.00)
12/8/2009	279.75	279.75	-	3/19/2010	332.50	332.50	-
12/14/2009	435.00	435.00	-	3/22/2010	97.00	342.00	(245.00)
12/15/2009	279.00	279.00	-	3/23/2010	655.00	655.00	-
12/16/2009	304.25	304.25	-	3/24/2010	455.50	470.50	(15.00)

**Appendix 1  
(Continued)**

**Report on Special Investigation of  
Van Buren Community School District**

For the Period July 1, 2006 through May 31, 2010

Complete listing of daily variances for FY09 and FY10.

Date	Bank Deposit	Per Regenerated Daily Summary	Difference
3/25/2010	409.85	639.85	(230.00)
3/26/2010	251.50	251.50	-
3/29/2010	305.00	305.00	-
3/30/2010	191.90	241.90	(50.00)
3/31/2010	113.00	113.00	-
4/1/2010	86.25	86.25	-
4/5/2010	352.00	447.00	(95.00)
4/6/2010	236.45	383.75	(147.30)
4/7/2010	407.00	407.00	-
4/8/2010	205.00	355.00	(150.00)
4/12/2010	376.25	461.25	(85.00)
4/13/2010	290.25	380.25	(90.00)
4/14/2010	497.40	497.40	-
4/15/2010	282.00	282.00	-
4/16/2010	418.80	500.50	(81.70)
4/19/2010	341.00	341.00	-
4/20/2010	714.75	739.75	(25.00)
4/21/2010	157.00	157.00	-
4/22/2010	503.00	503.00	-
4/23/2010	204.00	204.00	-
4/26/2010	31.00	31.00	-
4/27/2010	307.60	307.60	-
4/28/2010	340.00	340.00	-
4/29/2010	414.00	414.00	-
			-
Total	\$ 122,505.70	\$ 139,114.15	(16,608.45)

Report on Special Investigation of  
Van Buren Community School District

For the Period July 1, 2006 through May 31, 2010

Form 62-2 WATT PAPERCO'S SCHOOL CO. ANTWERP, OHIO

**COUNTER PUNCH SYSTEM**SCHOOL FOOD SERVICE DAILY WORK SHEET DATE 3-4 2010**STUDENT TICKET SALES — LUNCH PROGRAM**

		FULL PRICE	FREE	REDUCED PRICE	
Day	Sold to No.				
	Begin. No.				
Lunch Tickets	No. Sold				
		@ \$		@ \$	TOTAL \$

		FULL PRICE	FREE	REDUCED PRICE	
Day	Sold to No.				
	Begin. No.				
Lunch Tickets	No. Sold				
		@ \$		@ \$	TOTAL \$

		FULL PRICE	FREE	REDUCED PRICE	
Daily	Sold to No.				
	Begin. No.				
Lunch Tickets	No. Sold				
		@ \$		@ \$	TOTAL \$

TOTAL CASH RECEIVED FROM SALE OF STUDENT LUNCH TICKETS

Milk Tickets (20 1/2-Pts.):

Sold to No. Student Full Price 8 @ .25 = 2.00  
 Beginning No. 0000 Reduced Price @ =   
 Equals Tickets Sold  Free

TOTAL CASH RECEIVED FROM SALE OF STUDENT MILK TICKETS

**ADULT TICKET SALES — LUNCH PROGRAM**

Day Lunch Tickets:	Sold to No.	Full Price		
Side 4 @ .50 = 2.00	Beginning No.	Student - 03 @ 88.35		8.05
main - 31 @ 1.50 = 46.50	Equals Tickets Sold	Adult - 03		
Day Lunch Tickets:	Sold to No.	Full Price		
Side 3 @ .50 = 1.50	Beginning No.	Student - Extra Food		48.50
main - 1 @ 1.50	Equals Tickets Sold	Adult - Extra Food		13.00
Daily Lunch Tickets:	Sold to No.	Full Price		
	Beginning No.	Student - G+S		95.50
	Equals Tickets Sold	Adult - G+S		15.00

TOTAL CASH RECEIVED FROM SALE OF ADULT LUNCH TICKETS

Adult Milk Tickets (20 1/2-Pts.):

Sold to No. 5 Full Price 5 @ 2.75 = 13.75  
 Beginning No.   
 Equals Tickets Sold 4 Free

TOTAL CASH RECEIVED FROM SALE OF ADULT MILK TICKETS

TOTAL CASH RECEIVED FOR LUNCH AND MILK PROGRAM

Total Cash Counted \$ 54.75Amount of Change Net Cash Received \$ Long or Short \$ 425.75

CONTINUED ON REVERSE SIDE FOR PARTICIPATION RECORD



## Appendix 2

Van Buren Sr High      Keosauqua IA 52585      2009-2010 March 04, 2010      Lunch Summary Report  
From 03/04/10 to 03/04/10.

ID	Name	Beg Bal	— Breakfast —		— Lunch —		Cost	Paymnts	Check Num	Transf	End Bal
			#	ExMik	Alacrte	#	ExMik	Alacrte			
Family 183											
Family 454		6.60				1		1.95		-1.95	4.65
Family 488		10.00				2	1.00	3.35		-3.35	6.65
Family 55		32.10				1	1.00	2.95		-2.95	29.15
Family 219		2.10				1		1.95		-1.95	0.15
Family 53		17.80				1		1.95		-1.95	15.85
Family 134		14.50				1	2.25	2.25		-2.25	12.25
Family 175		31.15									31.15
Family 8		11.10				1					11.10
Family 345											
Family 222		-2.10				1	1.50	3.70		-3.70	-8.10
Family 311						1	0.35	2.30		-2.30	
Family 204		40.35				1		1.95		-1.95	38.40
Family 69											
Family 496		47.00				1	1.85	3.80		-3.80	43.20
Family 479		33.70									33.70
Family 88		3.25				1	0.75	0.75		-0.75	2.50
Family 481		62.50				1		1.95		-1.95	57.85
Family 373						1	0.75	2.70		-2.70	
Family 506		23.00				1	0.35	2.30		-2.30	20.70
Family 84		22.70								-7.40	15.30
Family 489		42.45	1		2	2.50	7.40			-7.40	37.05
Family 185						1		1.95		-1.95	
Family 146						1	1.50	3.45		-3.45	
Family 38											
Family 371											
<b>Totals:</b>		3163.72	36	1.00	198	155.55	8	425.75	504.25		3242.22

### By Building:

Building# 109

Grade	Breakfast			Lunch		
	#	ExMik	Alacrte	#	ExMik	Alacrte
9	10			30	1	27.70
10	15		1.00	64		70.40
11	7			54	4	31.45
12	4			41	3	22.50
Grades 7-12	36		1.00	189	8	152.05
6				4		
Grades 6-6				4		

## Appendix 2

Van Buren Sr High      Keosauqua IA 52565      2009-2010 May 06, 2010      Lunch Summary Report  
 From 03/04/10 to 03/04/10.      For Payments Only.

		— Breakfast —		— Lunch —		Check							
ID	Name	Beg Bal	#	ExMik	Alacrte	#	ExMik	Alacrte	Cost	Paymnts	Num	Transf	End Bal
	Family	22.70								25.00	8864	-3.20	44.50
	Family	-1.95								20.00		-4.30	13.75
	Family	34.65								40.00	8594	-2.70	71.95
	Family	2.41								50.00	3909	-1.00	51.41
	Family	-2.74								2.00		-1.50	-2.24
	Family	5.90								50.00		-2.75	53.15
	Family	4.10								50.00	8142	-1.95	52.15
	Family	-0.65								1.00			0.35
	Family	5.95								25.00	7281	-1.95	29.00
	Family	-5.50								20.00	3701	-1.35	13.15
	Family	-12.30								50.00	2253	-5.85	31.85
	Family	2.95								30.00	9472	-3.05	29.90
	Family	4.10								50.00	3589	-4.90	49.20
	Family	2.15								20.00	3701	-2.00	20.15
	Family	-22.30								45.00	8745	-3.95	18.75
	Family	-1.20								1.25			0.05
	Family	6.15								50.00	1196	-1.95	54.20
	Family	-13.50								25.00	3929	-10.90	0.60

Total Payments:      554.25

### Breakdown by POS User

mcint      554.25

Form 82-2

NATL. PARKETT &amp; BONE CO., WATERLOO, IOWA

**COUNTER PUNCH SYSTEM**

SCHOOL FOOD SERVICE DAILY WORK SHEET

DATE

3-3 2010

**STUDENT TICKET SALES — LUNCH PROGRAM**

	Sold to No.	Beg. No.	No. Sold	FULL PRICE	FREE	REDUCED PRICE	TOTAL
Day							
Lunch Tickets							
				@ \$		@ \$	

	Sold to No.	Beg. No.	No. Sold	FULL PRICE	FREE	REDUCED PRICE	TOTAL
Day							
Lunch Tickets							
				@ \$		@ \$	

	Sold to No.	Beg. No.	No. Sold	FULL PRICE	FREE	REDUCED PRICE	TOTAL
Daily							
Lunch Tickets							
				@ \$		@ \$	

TOTAL CASH RECEIVED FROM SALE OF STUDENT LUNCH TICKETS

Extra Lunches 14 @ .75

22.30

Milk Tickets (20 1/2-Pts.):

Sold to No. Student Full Price 5 @ .25 = 1.25  
 Beginning No. adult Reduced Price @ =   
 Equals Tickets Sold  Free

TOTAL CASH RECEIVED FROM SALE OF STUDENT MILK TICKETS

1.25

**ADULT TICKET SALES — LUNCH PROGRAM**

	Sold to No.	Beg. No.	No. Sold	FULL PRICE	FREE	REDUCED PRICE	TOTAL
Day Lunch Tickets:							
side - 7 @ .50 = 3.50							
main - 35 @ 1.50 = 52.50							
Day Lunch Tickets:							
side - 1 @ .50 = .50							
main - 3 @ 1.50 = 4.50							
Daily Lunch Tickets:							

TOTAL CASH RECEIVED FROM SALE OF ADULT LUNCH TICKETS

84.25

Adult Milk Tickets (20 1/2-Pts.):

Sold to No. 7 Full Price 2.75 = 19.25  
 Beginning No.  Reduced Price @ =   
 Equals Tickets Sold 4 Free

TOTAL CASH RECEIVED FROM SALE OF ADULT MILK TICKETS

403.15

TOTAL CASH RECEIVED FOR LUNCH AND MILK PROGRAM

14.10

Total Cash Counted \$ 189.00Amount of Change Net Cash Received \$ Long or Short \$ 417.25

CONTINUED ON REVERSE SIDE FOR PARTICIPATION RECORD

# Appendix 2

Van Buren Sr High      Keosauqua IA 52565      2009-2010 March 03, 2010      Lunch Summary Report  
From 03/03/10 to 03/03/10.

ID	Name	Beg Bal	-- Breakfast --		-- Lunch --		Cost	Paymnts	Check Num	Transf	End Bal
			#	ExMik	Alacrte	#	ExMik	Alacrte			
Family 183											
Family 454		8.55				1		1.95		-1.95	6.60
Family 488		12.85				2	0.50	2.85		-2.85	10.00
Family 55		35.30				1	1.25	3.20		-3.20	32.10
Family 219		2.10									2.10
Family 53		19.75				1		1.95		-1.95	17.80
Family 134		16.75				1		2.25		-2.25	14.50
Family 175		31.15				1	2.25	2.25			31.15
Family 8		11.10									11.10
Family 345			1			1					
Family 222		7.15								-9.25	-2.10
Family 311				1		1	3.00	5.45		5.45	
Family 204		40.35				1	1.85	3.80		3.80	40.35
Family 69											
Family 496		50.45				1	1.50	3.45		-3.45	47.00
Family 479		33.70								3.45	33.70
Family 88		3.25									3.25
Family 481		67.15				1				-4.65	62.50
Family 373						1	0.75	2.70		2.70	
Family 506		25.80				1		1.95		1.95	
Family 84										-2.80	23.00
Family 160						1	0.85	2.80		2.80	
Family 489		-2.60				1	2.75	4.70	30.00	8457	22.70
Family 185		45.90				1	1.50	3.45		-4.70	42.45
Family 146										3.45	
Family 38											
Family 371											
Totals:		3394.47	33	1	1.05	188	155.60	417.75	187.00		3163.72

By Building:

Building# 109

Grade	Breakfast			Lunch		
	#	ExMik	Alacrte	#	ExMik	Alacrte
9	6			27		30.10
10	12			63	2	65.00
11	12		0.70	51	1	29.90
12	3	1	0.35	36	2	24.50
Grades 7-12	33	1	1.05	177	5	149.50
6				4		
Grades 6-6				4		

# Appendix 2

Van Buren Sr High      Keosauqua IA 52565      2009-2010 May 06, 2010      Lunch Summary Report

From 03/03/10 to 03/03/10.      For Payments Only.

ID	Name	Beg Bal	— Breakfast —		— Lunch —		Cost	Paymnts	Check Num	Transf	End Bal
			# ExMik	Alacrte	# ExMik	Alacrte					
Family		-0.25						7.00		-3.00	3.75
Family		0.35						20.00		-2.70	17.65
Family		9.75						35.00	3294	-5.40	39.35
Family		-2.45						20.00		-2.75	14.80
Family		-0.40						10.00			9.60
Family		2.75						50.00	2523	-3.50	49.25
Family		-0.80						30.00		-1.95	27.25
Family		1.70						20.00		-2.60	19.10
Family		-4.75						50.00	2488	-6.45	38.80
Family		-3.75						5.00		-0.75	0.50
Family		-1.95						10.00		-3.45	4.60
Family		7.65						20.00		-1.95	25.70
Family		-2.60						30.00	8457	-4.70	22.70

Total Payments:      307.00

## Breakdown by POS User

mcint	187.00
lyons	120.00

Appendix 3

Report on Special Investigation of  
Van Buren Community School District

For the Period July 1, 2006 through May 31, 2010

Van Buren Jr-Sr High      Keosauqua IA 52565      2008-2009 May 06, 2010      Lunch Summary Report  
From 05/26/09 to 05/26/09      For Payments Only.

ID	Name	Beg Bal	— Breakfast —		— Lunch —		Cost	Paymnts	Check Num	Transf	End Bal
			#	ExMik	Alacarte	#	ExMik	Alacarte			
Family		9.35							9.35		
Family		2.00							2.00		
Family		2.50							2.50		
Family		1.35							0.50	-1.85	
Family		0.50							-0.50		
Family		2.70							2.70		
Family		1.00							2.00		3.00
Family		-1.00							1.00		
Family		15.50							-15.50		
Family		8.80							-8.80		
Family		12.25							-12.25		
Family		6.60							-6.60		
Family		1.55							5.00	-1.50	5.05
Family		0.35							-0.35		
Family		1.65							10.00	-1.85	9.80
Family		96.34							134.45		230.79
Family		0.90							-0.90		
Family		2.20							2.00	-3.35	0.85
Family		4.55							-4.55		
Family		11.75							-11.75		
Family		32.35							-32.35		
Family		8.75							-8.75		
Family		4.80							-4.80		
Family		2.90							-2.90		
Family		12.60							-12.60		
Family		-1.35							10.00	-2.50	6.15
Family		0.50							-0.50		
Family		2.05							5.00	-3.00	4.05
Family		2.45							-2.45		
Family		0.15							-0.15		
Family		11.80							-11.80		
Family		3.40							10.00	-4.35	9.05
Family		-0.20							5.00	-1.85	2.95
Family		2.50							-2.50		
Family		-1.35							1.35		
Total Payments:								29.75			

Breakdown by POS User

mcint 29.75

*Appears she reduced individual accounts and increased her account \$134.45*